



**REPORT TO  
Personnel and Public Employees Committee  
City of Sacramento**

3

915 I Street, Sacramento, CA 95814-2604  
www.cityofsacramento.org

**Discussion Calendar  
July 20, 2010**

**Honorable Chair and Members of  
The Personnel and Public Employees Committee**

**Title: Review of Applications for Animal Care Services Citizens Advisory  
Committee**

**Location/Council District:** (Citywide)

**Recommendation:** Review applications and nominate candidates.

**Contact:** Katia Ligaiviu, Deputy City Clerk, (916) 808-7604, Office of the City Clerk;  
Penny Cistaro, Manager, (916) 808-7433, Animal Care Services.

**Presenters:** None

**Department:** City Clerk's Office / Animal Care Services

**Division:** N/A

**Organization No:** 04001011 / 13001111

**Description/Analysis**

**Issue:** Review applications and/or conduct interviews to identify the most qualified candidates to nominate and forward to the Mayor for appointment.

**Policy Considerations:** None.


**Environmental Considerations:** None.

**Commission/Committee Action:** None.

**Rational for Recommendation:** To review applications to identify the most qualified individuals for nomination to the Mayor for appointment to the City's various advisory boards.

**Financial Considerations:** None.

**Emerging Small Business Development (ESBD):** None.

Respectfully Submitted by:  \_\_\_\_\_  
Katia Ligaiviu,  
Deputy City Clerk

Recommendation Approved:

  
\_\_\_\_\_  
Stephanie Mizuno,  
Assistant City Clerk

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**ATTACHMENT 1**

**Background:**

The following applicants are under consideration for positions on city boards and commissions.

<b>Board/Commission:</b>	Animal Care Services Citizens Advisory Committee
<b>Available Positions:</b>	One (1)
<b>Category Description(s):</b>	<b>Category B:</b> Actively involved in the operation of an animal welfare organization
<b>Status of Incumbent:</b>	<b>Margaret Carpenter:</b> Did not re-apply for another term

No.	Applicant Name	District	Category	Comments
1	Johnson, Rick	-	B	
2	Miller, Nicole Erin	-	B	
3				
4				
5				



# City of Sacramento

## Application for Appointment to Boards/Commissions and Committees

RECEIVED  
CITY CLERK'S OFFICE  
CITY OF SACRAMENTO

2010 JUN 10 A 10:09

**INSTRUCTIONS:** Provide all information requested. Attachments must be single sided on 8.5 x 11 paper. If you will be representing an organization, you must include a letter from the organization recommending you as their representative. Note: All information provided on this form is a public record. Return this completed application form to: Office of the City Clerk, Historic City Hall, 915 I Street, Rm. 116, Sacramento, CA 95814. Tel: (916) 808-7200.

**IMPORTANT:** Letters of recommendation are optional. If you choose to include a letter it must be submitted as part of this application. Letters will not be accepted after your application is filed with the City Clerk's Office.

BOARD / COMMISSION OR COMMITTEE NAME: Animal Care Services Citizens Advisory Committee

CATEGORY FOR WHICH YOU ARE APPLYING: Operation of an animal welfare organization B  
Description (if applicable) Category Letter

Name of Company/Organization Being Represented (if applicable): Sacramento SPCA  
 Company/Organization Authorization Letter Attached (if applicable to qualifications of category)

Applicant Name: Johnson Rick  E-Mail: \_\_\_\_\_  
Last First Middle

Home Address: \_\_\_\_\_ Sidesaddle Drive Wilton CA 95693  
Street # Street Name City State Zip

Mailing Address (if different than home address): \_\_\_\_\_ Florin Perkins Rd Sacramento CA 95828  
Street # Street Name City State Zip

Resident of City Council District No: County of Sac Business in Council District No: Five (5)  
Required If Applicable

Home Telephone: 916 Business Telephone: 916

Please state the reason you would like to be a member of this board/commission (or attach):

Care and support the mission of the Animal Care Services Department

Are you currently, or have you in the past, served on an advisory group?  Yes  No If yes, state the name of the group and how that service supports your application (or attach).

Do you, or an immediate family member, have any relationship (professional, financial, other) that may present a potential conflict of interest for this advisory group?  Yes  No If yes, please explain:

**BACKGROUND INFORMATION**

You may also attach a resume reflecting experience, community activities or other qualifications not listed below that would be helpful to the Council in evaluating your application.

EDUCATION:

WORK EXPERIENCE: List names, addresses and dates of employment for the last five (5) years. Attach additional sheets of paper if needed.

**CURRENT EMPLOYER:**

FROM DATE: 8/1/2003      EMPLOYER NAME: Sacramento SPCA  
TO DATE: 6/9/2010      ADDRESS:               
Street #      Street Name      City      State

DUTIES:

**PRIOR EMPLOYER(S):**

FROM DATE: 01-01-1980      EMPLOYER NAME: Marin Humane Society  
TO DATE: 8/1/2003      ADDRESS:               
Street #      Street Name      City      State

DUTIES:

FROM DATE:      EMPLOYER NAME:  
TO DATE:      ADDRESS: \_\_\_\_\_  
Street #      Street Name      City      State

DUTIES:

FROM DATE:      EMPLOYER NAME:  
TO DATE:      ADDRESS: \_\_\_\_\_  
Street #      Street Name      City      State

DUTIES:

**BUSINESS ENTERPRISES:** List business name including fictitious name and address of any business enterprises currently or previously owned or operated.

FROM DATE:      BUSINESS NAME: \_\_\_\_\_  
TO DATE:      ADDRESS: \_\_\_\_\_  
Street #      Street Name      City      State

TYPE OF BUSINESS OR SERVICE RENDERED:

CITY OF SACRAMENTO -  
APPLICATION FOR APPOINTMENT

Rick Johnson

APPLICANT NAME

FROM DATE: BUSINESS NAME: \_\_\_\_\_

TO DATE: ADDRESS: \_\_\_\_\_  
Street # Street Name City State

TYPE OF BUSINESS OR SERVICE RENDERED:

**FELONY CONVICTIONS:** A felony conviction is not necessarily a bar to appointment. Each case is considered separately based on requirements of the position. However, failure to list felony convictions may result in disqualification.

Have you ever been convicted of a felony? If yes, please indicate for each conviction, the date of the conviction, the location of the court of conviction, and the exact denomination of the offense resulting in conviction:

**CIVIL ACTIONS:** List each civil action, if any, in which punitive or exemplary damages have been assessed against you, indicating in each instance the date of the trial, court judgment and the location of the court which rendered the judgment:

I DECLARE, UNDER PENALTY OF PERJURY THAT ALL STATEMENTS IN THIS APPLICATION ARE TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE:

Signature: /s/ Rick Johnson  
Type Name if Returning Via E-Mail or Print, Sign and Mail

Date: 06-09-2010

**DISCLOSURE AND REGULATORY REQUIREMENTS**

**City Code Section 2.40.060: Conflict of Interest Disclosure** - If a Statement of Economic Interests Form 700 is required for this position (see announcement), the form must be filed with the Office of the City Clerk prior to beginning service. The City Clerk will provide appointees with the filing form and instructions. Official status to serve will be delayed until the form is filed with the Office of the City Clerk.

**City Code Section 2.40.010: Attendance** - Board/commission members are required to attend meetings on a regular basis, and may be removed if a member does not attend three consecutive regularly scheduled meetings. If appointed, will you be able to attend meetings regularly and devote the time necessary to fulfill your duties as a member?  Yes  No

**City Resolution 2007-653: Mandatory Ethics Training** - Board/commission members are required to satisfy the local ethics training requirement mandated by Government Code Sections 53234 et seq. and may be removed if proof of attendance is not filed with the Office of the City Clerk within 60 days of appointment. Appointees will be provided with an on-line training resource. If appointed, will you be able to complete the training within 60 days?  Yes  No

**ACCOMMODATION INFORMATION**

PLEASE IDENTIFY ANY SPECIALIZED ACCOMMODATIONS NEEDED FOR EQUAL PARTICIPATION:



# City of Sacramento

RECEIVED  
CITY CLERK'S OFFICE  
CITY OF SACRAMENTO

## Application for

### Appointment to Boards/Commissions and Committees

2010 MAY 24 P 4: 08

**INSTRUCTIONS:** Provide all information requested. Attachments must be single sided on 8.5 x 11 paper. If you will be representing an organization, you must include a letter from the organization recommending you as their representative. Note: All information provided on this form is a public record. Return this completed application form to: Office of the City Clerk, Historic City Hall, 915 I Street, Rm. 116, Sacramento, CA 95814. Tel: (916) 808-7200.

**IMPORTANT:** Letters of recommendation are optional. If you choose to include a letter it must be submitted as part of this application. Letters will not be accepted after your application is filed with the City Clerk's Office.

BOARD / COMMISSION OR COMMITTEE NAME: ANIMAL CARE SERVICES CITIZENS ADVISORY

CATEGORY FOR WHICH YOU ARE APPLYING: INVOLVED IN OPERATION OF ANIMAL WELFARE B  
Description (if applicable) Category Letter

- Name of Company/Organization Being Represented (if applicable): \_\_\_\_\_
- Company/Organization Authorization Letter Attached (if applicable to qualifications of category)

Applicant Name: MILLER NICOLE ERIN E-Mail: \_\_\_\_\_  
Last First Middle

Home Address: LONGWOODWAY CITRUS HEIGHTS CA 95610  
Street # Street Name City State Zip

Mailing Address (if different than home address): P.O. BOX CITRUS HEIGHTS CA 95611  
Street # Street Name City State Zip

Resident of City Council District No: \_\_\_\_\_ Business in Council District No: \_\_\_\_\_  
If Applicable

Home Telephone: 916- \_\_\_\_\_ Business Telephone: \_\_\_\_\_

Please state the reason you would like to be a member of this board/commission (or attach):

I AM ACTIVELY INVOLVED IN ANIMAL CARE AND WELFARE. I HAVE A PASSION AS AN ANIMAL LOVER TO SEE THAT WE SPEAK FOR THOSE THAT CAN NOT BE HEARD. I FEEL I WOULD BE AN ASSET TO THE COMMITTEE.

Are you currently, or have you in the past, served on an advisory group?  Yes  No If yes, state the name of the group and how that service supports your application (or attach).

CITRUS HEIGHTS ANIMAL CARE & REGULATION COMMITTEE - CURRENTLY

Do you, or an immediate family member, have any relationship (professional, financial, other) that may present a potential conflict of interest for this advisory group?  Yes  No If yes, please explain:

**BACKGROUND INFORMATION**

You may also attach a resume reflecting experience, community activities or other qualifications not listed below that would be helpful to the Council in evaluating your application.

EDUCATION:

PLEASE SEE ATTACHED RESUME

WORK EXPERIENCE: List names, addresses and dates of employment for the last five (5) years. Attach additional sheets of paper if needed.

CURRENT EMPLOYER:

PLEASE SEE ATTACHED RESUME

FROM DATE:

EMPLOYER NAME:

TO DATE:

ADDRESS:

Street #

Street Name

City

State

DUTIES:

PRIOR EMPLOYER(S):

FROM DATE:

EMPLOYER NAME:

TO DATE:

ADDRESS:

Street #

Street Name

City

State

DUTIES:

FROM DATE:

EMPLOYER NAME:

TO DATE:

ADDRESS:

Street #

Street Name

City

State

DUTIES:

FROM DATE:

EMPLOYER NAME:

TO DATE:

ADDRESS:

Street #

Street Name

City

State

DUTIES:

**BUSINESS ENTERPRISES:** List business name including fictitious name and address of any business enterprises currently or previously owned or operated.

FROM DATE:

BUSINESS NAME:

N/A

TO DATE:

ADDRESS:

Street #

Street Name

City

State

TYPE OF BUSINESS OR SERVICE RENDERED:



CITY OF SACRAMENTO -  
APPLICATION FOR APPOINTMENT

NICOLE E MILLER  
APPLICANT NAME

FROM DATE: \_\_\_\_\_ BUSINESS NAME: N/A

TO DATE: \_\_\_\_\_ ADDRESS: \_\_\_\_\_  
Street # Street Name City State

TYPE OF BUSINESS OR SERVICE RENDERED: \_\_\_\_\_

FELONY CONVICTIONS: A felony conviction is not necessarily a bar to appointment. Each case is considered separately based on requirements of the position. However, failure to list felony convictions may result in disqualification.

Have you ever been convicted of a felony? If yes, please indicate for each conviction, the date of the conviction, the location of the court of conviction, and the exact denomination of the offense resulting in conviction:

NO

CIVIL ACTIONS: List each civil action, if any, in which punitive or exemplary damages have been assessed against you, indicating in each instance the date of the trial, court judgment and the location of the court which rendered the judgment:

NONE

I DECLARE, UNDER PENALTY OF PERJURY THAT ALL STATEMENTS IN THIS APPLICATION ARE TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE:

Signature: /s/ Nicole E. Miller Date: 5/12/2010  
Type Name if Returning Via E-Mail or Print, Sign and Mail

**DISCLOSURE AND REGULATORY REQUIREMENTS**

City Code Section 2.40.060: Conflict of Interest Disclosure - If a Statement of Economic Interests Form 700 is required for this position (see announcement), the form must be filed with the Office of the City Clerk prior to beginning service. The City Clerk will provide appointees with the filing form and instructions. Official status to serve will be delayed until the form is filed with the Office of the City Clerk.

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**ACCOMMODATION INFORMATION**

PLEASE IDENTIFY ANY SPECIALIZED ACCOMMODATIONS NEEDED FOR EQUAL PARTICIPATION:

N/A

# Nicole E. Miller

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## Objective

To contribute my abilities in a work environment. I'd like to put my skills to the test in a different environment.

## Experience

05/10/2010 -- Present

### Registered Process Server

- Serve court orders and processes, such as summonses and subpoenas.
- Receive papers to be served from magistrate, court clerk, or attorney.
- Locate person to be served, using telephone directories, state, county, and city records, or public utility records, and deliver document.
- Record time and place of delivery.
- Deliver general messages and documents between courts and attorneys.
- LICENSED:
- BONDED: CA755272

02/25/2008 – PRESENT Western Career College/DeVry Inc. Sacramento, CA

### Financial Services Coordinator

- Copy, fax, mail, phone, and email daily.
- Students Statements, Collection Letters
- Student Drop Packets
- Posting/Reconcile Financial Aid (PELL, ALT Loans, FFELP, Title IV, etc.)
- Stipends and Refunds of Financial Aid & Loans
- Student Account Management
- Accounts Payable (Entering in Great Plains & Process Checks)
- File Management
- Reports for Grads, Drops, Active students, etc.

10/16/2007 – 01/02/2008 MDK Motorsports – Folsom Folsom, CA

### General Financial Accountant

- Processing and submitting all paperwork associated with the sales and transfers of major units to:
  1. Credit bureaus
  2. DMV
  3. Lightspeed and QuickBooks
  4. Creating deal jackets and file
- Accounts payable/receivable:
  1. Pay off major units online and post payments in QuickBooks
  2. Prepare payroll and calculate commissions
  3. Process all accounts payable invoices
- ADP Lightspeed computer system
  1. Daily Sales & Report Processing
- QuickBooks (Accounts Payable/Accounts Receivable, Reconcile)
  - State/Federal Taxes & Payroll Taxes
  - Copy, fax, mail, phone, and email daily.

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06/17/2007 to 09/09/2007 National Cycle Sacramento, CA

**Office Manager/Accounting Assistant**

- Copy, fax, mail, phone, and email daily.
- Customer work orders
- Order parts from supplies & distributors
- Accounts Payable/Receivable
- Post/Pay/Reconcile Bills
- Weekly Payroll
- Record Daily Sales and create reports
- Posting to QuickBooks
- Reconciling statements

04/26/2007 to 06/10/2007 AEC CYCLE North Highlands, CA

**Office Manager**

- Copy, fax, mail, phone and email daily.
- Customer work orders
- Order parts from suppliers & distributors
- Merchandise returns, refunds and exchanges.
- Answered phones, cleaned, stocked and customer service.

12/01/2005 to Present Independent Contractor Sacramento, CA

**Customer Service Analyst/ Mystery Shopper**

- Gold Certified – KD5KQO Silver Certified – Q1WIMA
- Contract with over 110 marketing research companies
- Customer Service Evaluations (Visit Facility Anonymously & Report)
- Excellent written and verbal communication skills
- Reliable transportation
- Flexible availability – days, evenings, and weekends
- Copy, fax, mail, phone and email daily.

06/01/2005 to 09/01/2005 Islip & Co. – Accountants Sacramento, CA

**Accounting Assistant**

- Client Tax files – help prepare and mail
- Payroll Hours
- Billing – Clients hours, preparing hours and mailings
- Maintain client files

04/01/2005 to 05/25/2005 Business Law Ventures Roseville, CA

**Executive Assistant**

- Handle 4-line phone
- Letters – compose, type, fold and mail (client confidential information)
- Maintain client files
- In charge of office when lawyers attending out of town appointments

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10/22/2002 to Present      Ebay Seller      Citrus Heights, CA

**Auctioneer/Consultant**

- Excellent written and verbal communication skills for auctions
- Advertising and promoting auctions
- Research products in auctions
- Post Office/Mailings Daily
- Photography – Digital picture display, taking and uploading for items
- Internet, mail, copy, email daily.
- 850+ Positive Feedback
- Reliable transportation

Flexible availability – days, evenings, and weekends

01/07/2002 to 01/06/2005      SCIF      Sacramento, CA

**Student Assistant (Bill Reviewer)**

- Medical Coding & Billing
- Coding/Paying Claims
- Invoice Coding
- Phone calls to Medical Providers to obtain missing information in files.
- File clean up, sorting, alphabetizing, and removing records.
- Letters – compose, type, folding and mailing mass amounts.
- Research – MedVendor, MedProviders, W-9s, returned mail in system.

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10/03/2002 to Present      Miller & Dosch Inc.      Citrus Heights, CA

**Office Manager/Accountant**

- Clients – Kept up to date and satisfied
- Copy, fax, mail, email and maintain client files daily.
- QuickBooks (Accounts Payable/Accounts Receivable, Reconcile)
- Contact, negotiate, and supervise sub contractors on job sites.
- Letters – compose, type, fold and mail
- Research – any components for construction projects.

8/1999-12/2001      Tuesday Morning      Citrus Heights, CA

**Cashier/Customer Service Representative**

- Merchandise returns, refunds and exchanges.
- Answered phones, cleaned, stocked and customer service.
- Basic register operation.

**Education**

2009 –Present      DeVry University      Elk Grove, CA

**BA in Business Management (in progress)**

2005 – Present      California State University Sacramento, CA

**BA in Business Management (in progress)**

2001 – 2005      American River College      Sacramento, CA

**AA in Liberal Studies June 2005**

1998 - 2002      Bella Vista High School      Fair Oaks, CA

**General Diploma 2002**

Nicole E. Miller

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<b>License/</b>	Vehicle Salesperson License: S757124
	Motorcycle License: B5282514
<b>Certifications:</b>	60 – 64 W.P.M Certified by the State of California
	Registered Process Server:
<b>Memberships/</b>	2010 – Present Animal Care & Regulation Committee in the City Of Citrus Heights – (Committee Member)
<b>Committees/</b>	2009 – Present Sacramento SPCA Affiliate/Volunteer#90154
<b>Volunteer</b>	2009 – Present National Rifle Association Membership#160696997
	2008 – Present American Accounting Association Membership # 50049
	2008 – Present Beta Sigma Phi International Sorority Membership #1098915
	2006 – 2007 Nor Cal Chic Riders Chapter – Motorcycle Club President Membership #CA01-012007
	2006 – Present American Motorcyclist Association Membership: # 848552
	2006 - Present American Business Women's Association Membership # 625719
	2005 – Present Riders of Kawasaki Membership: 610604

References available upon request.